

## **2018 – 2019 UNIVERSITY DEADLINES FALL 2018 SEMESTER<sup>1</sup>**

### **SEPTEMBER**

- 7 FACULTY UPDATE SHEETS** – Submit to Provost’s Office with a copy to the College Dean, Division Chair, and Department Head
  
- 14 FACULTY SEARCH COMMITTEE CHAIRS APPOINTED** – Division Chairs submit names to the Associate VP for Academic Affairs via email.
  
- 28 LAST DAY TO REMOVE AN “I” GRADE**

### **OCTOBER**

- 15 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost’s web site
  
- 20 PROMOTION RECOMMENDATIONS** – Deans/Division Chairs/Department Heads submit promotion recommendations to the Provost. Department Heads submit faculty evaluations with documentation for recommended faculty also to the Provost.
  
- 19 MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.
  
- 26 FACULTY EVALUATIONS FOR RETURNING TENURE TRACK FACULTY** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.  
**POTENTIAL DECEMBER GRADUATES** – Department Heads submit list to Division Chair.

### **NOVEMBER**

- 2 LAST DAY TO PETITION FOR A “W” IN A COURSE**  
**POTENTIAL DECEMBER GRADUATES** – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.
  
- 16 FACULTY EVALUATIONS FOR RETURNING TENURED FACULTY (ASSISTANT AND ASSOCIATE PROFESSORS)** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.  
**FACULTY EVALUATIONS FOR NON-TENURE TRACK FACULTY IN THE COP** – Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.  
**LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**

### **DECEMBER**

- 4 QUIET DAY**
  
- 7 FACULTY EVALUATIONS FOR RETURNING TENURED FULL PROFESSORS** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.  
**FACULTY EVALUATIONS FOR NON-TENURE TRACK FACULTY IN CAS** – Department Heads/Division Chairs submit original to Provost, with a copy to the Division Chair and College Dean.
  
- 14 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner Web.

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<sup>1</sup> **NOTE:** Specifics regarding Faculty Evaluations and Promotion Recommendation deadlines within each College can be obtained from the College Dean.

## **SPRING 2019 SEMESTER<sup>2</sup>**

### **JANUARY**

**25 SABBATICAL REQUEST PROPOSAL DUE TO DEAN**

### **FEBRUARY**

**1 SABBATICAL REQUEST PROPOSAL DUE TO VPAA OFFICE**

**8 CAP, GOWN, AND/OR HOOD ORDERS** – Faculty submit orders to Auxiliary Services.

**22 LAST DAY TO REMOVE AN “I” GRADE**

### **MARCH**

**1 LAST DAY TO REQUEST STUDENT EVALUATIONS** – Forms are available on the Provost’s web site

**8 POTENTIAL MAY/SUMMER GRADUATES** – Department Heads submit list to Division Chair.

**12 MID SEMESTER EVALUATIONS DUE (NOON)** – Faculty submit grades electronically through Banner Web.

**15 POTENTIAL MAY/SUMMER GRADUATES** – Division Chairs submit list for all potential graduates from the division to the Registrar with a copy to College Dean.

### **APRIL**

**5 LAST DAY TO PETITION FOR A “W” IN A COURSE**

**26 LAST DAY TO OFFICIALLY WITHDRAW FROM THE UNIVERSITY**

**29 FIRST YEAR FACULTY EVALUATIONS** – Department Heads/Division Chairs submit original to Provost and a copy to the Division Chair and College Dean.

**30 QUIET DAY/SENIOR GRADES DUE BY NOON** – Faculty submit electronically via Banner Web.

### **MAY**

**10 FINAL GRADES DUE (NOON)** – Faculty submit electronically via Banner.

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<sup>2</sup> **NOTE:** Specifics regarding Faculty Evaluations deadlines within each College can be obtained from the College Dean.